



Joseph E. Kernan, Governor
Alan D. Degner, Commissioner

To: All Managers and Supervisors

From: Diana Gushrowski, Interim Deputy Commissioner
Finance and Administration/Controller

Date: January 30, 2004

Subject: DWD Commissioners Directive 2003- 26
Federal Express Services

10 N. Senate Avenue
Indianapolis, IN 46204-2277
Phone: 317-232-7670
FAX: 317-233-4793
TDD: 317-232-7560
<http://www.workforce.IN.gov>

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Purpose: To inform field offices of the Standard Operating Procedures to be used in the preparation of outgoing FedEx material effective November 1, 2003.

Rescission: DWD Communication 2001-09

Content:

STANDARD OPERATING PROCEDURE: OUTGOING FEDEX

Prepare outgoing mail pieces:

- ❑ Place System Vouchers, secured with rubber bands into manageable bundles, in a large FedEx pack
- Separate the following material by inserting them into three individual envelopes:
 - Manual Vouchers**
 - Motor Voter** – voter registration and declination forms
(must be sent daily to comply with National Motor Voter Act)
 - Generic** – A4s, 2808s, other time sensitive material
- ❑ Mark the outside of each of the three separating envelopes with the name of the item inside and the office location name, (i.e.: Shelbyville Generic) Envelopes other than FedEx products, (file folders, unsealed flats) can be recycled back to each office if requested
- ❑ Insert the three separate envelopes into the large FedEx pack with the bundled system vouchers
- ❑ Attach a completed FedEx airbill to the outside of the package where indicated.
(Instructions for completing an airbill are attached)
- ❑ Retain a copy of the airbill for your files.
- ❑ Each full time field office has been assigned a separate FedEx account number that is to be used only when ordering FedEx shipping supplies. This number identifies your location to FedEx for delivery of the supplies.
- ❑ A FedEx representative will pick up the package(s) at your office between 3:30 p.m. and 4:30 p.m., Monday through Friday.
- ❑ Offices without separate account numbers should contact Mail Services in the Administrative offices of DWD to obtain supplies and further shipping instructions.

Effective Date: January 30, 2004

Review Date: January 30, 2006

Action: Please alert the appropriate staff of the contents of this communication. If you have any questions please contact Theresa Froelich, Supervisor Mail Services, at (317) 232-7343.

Complete FedEx airbill as follows:

- ☐ Section 1 – FROM
 - Date
 - Sender's FedEx Account #
 - Sender Name
 - Company
 - Address
 - City
 - State
 - Zip Code
- ☐ Section 2: - YOUR INTERNAL BILLING REFERENCE
 - Enter cost center number
- ☐ Section 3: TO
 - Recipient's Name – MAIL SERVICES
 - Phone # - (317) 232-7343
 - Company – INDIANA DEPT WORKFORCE DEV
 - Address – 10 N SENATE AVE
 - ROOM SE013
 - City – INDIANAPOLIS
 - State – INDIANA
 - Zip Code – 46204
- ☐ Section 4a – Express Package Service
 - Place an **X** in box for FedEx Priority Overnight
- ☐ Section 4b – Express Freight Service
 - SKIP – MAKE NO NOTATIONS
- ☐ Section 5 – Packaging (Place an **X** in box next to one that is appropriate:
 - _____ FedEx Envelope
 - _____ FedEx Pak
 - _____ Other Pkg (including FedEx Box)

- ❑ Section 6 – Special Handling
SKIP – MAKE NO NOTATIONS

- ❑ Section 7 – Payment *Bill to:*
Place **X** next to Recipient
FedEx Account # 1057-8513-5
Total Packages Total Weight **

*** Use the postage scale and mathematically round the weight to the nearest pound.
Write only the numeral; DO NO write lb, pounds or a #*

- ❑ Section 8 – Release Signature
SKIP – MAKE NO NOTATIONS